



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

William Bell
Acting Director

March 19, 2003

WIA GUIDANCE LETTER #02-03

SUBJECT: Participant Tracking Guide Corrections and Clarifications

BACKGROUND: Updates to the Participant Tracking Guide (PTG) are provided to Local Workforce Investment Areas (LWIAs) as warranted by new or modified federal guidance. In addition, updates to the Guide are provided based upon recommendations from LWIA staff as well as Workforce Development Administration (WDA) staff, to ensure that the Guide's instructions are clear and in compliance with WIA and its regulations.

Enclosed are revised Guide pages containing the updates outlined below:

PARTICIPANT TRACKING GUIDE SECTION	PAGE NO.	SUBSECTION/ ITEM	UPDATE
1	10	B.	Added: Registration required for 'substantially' staff assisted core services. 'Substantial' definition locally driven.
1	10	B. Item 1	Added: 'Right to Work' as criterion for Adult WIA eligibility.
1	10	B. Item 4	Removed: 'No other eligibility requirements.' Added: 'Income to be used as an eligibility criterion for adults when local area funds are considered limited' ('limited' is locally defined – Requires notification to state WDA)
1	11	C.	Removed: Items 1 through 4 e. Added: Specific eligibility criteria for receipt of intensive services as outlined in WIA Final Rules Section 663.220.
1	12	II. A.	Added: 'Right to Work' in U.S. as criterion for Dislocated Worker eligibility.
1	14	Item f.	Added: Definition of 'additional assistance' is locally driven per WIA Final Rules Section 664.210.
1	14	IV.	Removed: Language referring only to Pre-application as an attachment. Added: Language referring to all attached documents that help facilitate verification of enrollment.
1	15	--	Added: Corrected list of all attached documents that help facilitate verification of enrollment.
1	--	ISS/IEP Form	Added: Words 'SAMPLE ONLY' on attached ISS/IEP Form.
1	--	WIA Eligibility/ Documentation Matrix	Added: 'Arizona State I.D. Card' under List of Acceptable Documents.
2	8-9	Item 28.	Added: Extended definition of 'Family' including WIA definition (See A through C.) and state provision (See D.)
3	2	Item 4 (Chart)	Added: 'Staff Assisted' under column labeled 'Core (A/DW)'.
3	9	NOTE Under ABE	Removed: Information in NOTE regarding adult literacy activities. Adult education and literacy activities can be stand-alone activities (coded IBE) and provided as intensive services, therefore not requiring selection of relevant providers from the ETPL.
3	9	OJA	Removed: Last sentence. On-the-Job training (public sector) is an exception to the ITA process.

PARTICIPANT TRACKING GUIDE SECTION	PAGE NO.	SUBSECTION	UPDATE
3	9	OJB	Removed: Last sentence. On-the-Job training (private sector) is an exception to the ITA process.
3	9-10	TCT	Removed: Last sentence. Customized training is an exception to the ITA process.
3	11	--	Continuation of changes in pages 9-10 above.
3	13	*YES	Added: Examples (i.e. codes) of academic and occupational learning
5	1	2 nd Paragraph	Removed: First sentence that alludes to requiring basic skills goal as first goal set. Added: Corrected language per TEGL 7-99, p. 21.
5	1	4 th Paragraph	Added: 'younger youth' in first sentence for clarification.
5	1	Item 4	Added: 'The Registration Date must be used as the date the first goal was set.' for clarification.
5	2	Item 13	Added: 'The Registration Date must be used as the date the first goal was set.' to match Item 4.
7	4	Item 13	Added: 3 = N/A. Additional choice inserted to match PTS screen.

ACTION REQUIRED: Widely distribute the enclosed updated pages of the Participant Tracking Guide to all staff currently using the Guide to assist in serving WIA Title IB participants. Staff must replace current Guide pages with the updated pages enclosed.

If you have questions, please contact Ms. Pat Gregan, Planning and Program Development Manager, at (602) 542-2490.

Sincerely,



David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

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Enclosures